



LANDS AND HABITATS COORDINATOR

Organization:	Grey Sauble Conservation Authority
Office Location:	Georgian Bluffs/Owen Sound, Ontario
Job Term:	Permanent
Salary:	\$67,300-\$80,080 per year plus a generous benefits package
Closing Date:	June 12th, 2017

Do you want to provide leadership in the management of 29,000 acres over 80 properties? The Grey Sauble Conservation Authority watershed is located between the shores of Lake Huron and Georgian Bay and takes in some of the most picturesque and breathtaking vistas in Ontario. The GSCA Administration Centre is located in the Municipality of Georgian Bluffs just south of the City of Owen Sound.

The Grey Sauble Conservation Authority Lands and Habitats Coordinator reports directly to the Chief Administrative Officer/General Manager and works with our team, stakeholders and partners to protect habitats and enable recreation and healthy living opportunities.

We are looking for an outgoing, skilled, energetic and organized department leader who has a passion for the outdoors. If you have a track record of setting goals, presenting well-considered options convincingly to decision-makers such as Boards of Directors and municipalities, and of implementing innovative programs then you will enjoy further building your career at the Grey Sauble Conservation Authority.

What can I expect to do in this role?

As the Lands and Habitats Coordinator, you will:

- Lead and Manage the Lands Management and Habitats Department
- Manage GSCA Lands, Facilities and Habitats Policies and Strategies
- Manage specified Grey County Properties and Deliverables
- Work with Partners and Stakeholders to Identify and Protect lands for Conservation

Collaborate with other departments such as Forestry, Water Management and Conservation Education, and with the Field Superintendent.

This position reports directly to the Chief Administrative Officer/General Manager.

How do I qualify?

You graduated in a field such as resource management, life sciences, geography or environmental engineering, you have 10 years experience in land and/or natural resource management and have spent 5 years or more in a supervisory capacity.

You have demonstrated leadership, effective communication skills, sound decision-making, teamwork and the ability to develop partnerships and balance competing priorities. You have the expertise to manage conservation lands and facilities and create related policies and strategies, including an ability to recognize and understand local wildlife, plants and habitats.

How to apply:

1. You must email your application to jobs@greysauble.on.ca or provide it in hard copy to the Grey Sauble Conservation Authority Administration Office. **It must be received by 11:59 EDT on the closing date of June 12, 2017.**
2. Your cover letter and résumé combined should not exceed five (5) pages.
3. Customize your cover letter and resume to the qualifications and requirements listed, using concrete examples. We rely on the information you provide to us.
4. Please let us know if you require a disability-related accommodation.

Only candidates who are selected for further screening or an interview will be contacted.

**Grey Sauble Conservation
Administration Centre
237897 Inglis Falls Road
Owen Sound, Ontario
N4K 5N6
519 376-3076
www.greysauble.on.ca**

JOB DESCRIPTION

Position Title: Lands Management and Habitats Coordinator

Purpose of Position:

To manage GSCA's own lands and more broadly GSCA's lands-related policies and strategies across the watershed such that GSCA:

- Provides recreation and healthy living opportunities for people,
- Protects natural and cultural heritage, including habitats for wildlife and plant species, and,
- Works with partners and stakeholders to identify and protect lands for conservation.

To ensure that GSCA's own lands and facilities are managed sustainably for the long term, and that they enable and support the work of other departments, such as Forestry, Water Management and Conservation Education.

Reporting Relationship: Reports to the Chief Administrative Officer

Job Requirements:

a) Education

- Graduation in a discipline such as resource management, life sciences, geography or environmental engineering.

b) Technical Knowledge

- Minimum of 10 years experience in land and/or natural resource management, including
 - o Managing the use and development of land resources including conservation lands,
 - o Familiarity with title searching, land registry and land appraisal processes and with land use planning principles and mechanisms.
 - o Demonstrated knowledge of the principles and practices of natural resource management.
 - o General expertise to recognize and understand local wildlife, plants and habitats are assets.
- Minimum of 5 years experience in a supervisory capacity
- Familiarity with the use of Geographic Information Systems (GIS), air photo interpretation and mapping
- A good understanding of creating tender packages, and a basic understanding of construction practices and requirements for capital projects for trails, buildings and roads.
- An understanding of what makes a sound policy and guidelines framework and why, and experience in writing and implementing policies.
- Familiarity with relevant legislation (e.g. Conservation Authorities Act, Trespass to Property Act, Occupiers Liability Act, Occupational Health and Safety Act) and related regulations and codes.

c) Skills

- Demonstrated leadership and good judgement
- Effective communication skills, including consistent messaging, tact, effective presentations, active listening and clear written and oral communication.
- Demonstrated fiscal effectiveness
- Sound decision-making and the ability to balance competing priorities, deal with ambiguities and take risk mitigation and political implication into account.
- Demonstrated ability to work in a team and to develop and leverage working relationships and partnerships to influence and support the Authority's desired outcomes
- A focus on customer service, results and continuous improvement
- Strong organizational skills
- Valid Ontario Class "G" Drivers Licence
- Ability to be designated as a Provincial Offences Officer
- It is considered an asset to have:
 - o Provincial Offences Officer law enforcement training, designation and experience,
 - o Ontario Wetland Evaluation System accreditation, and
 - o Licensed chainsaw operator accreditation.

Responsibilities:

1. Lead and Manage the Lands Management and Habitats Department (10%)

- 1.1. Lead, supervise and motivate department staff, including the identification of the skills needed, skills improvement and succession planning for staff and own position.
- 1.2. Propose department program(s), including their performance measures and targets, and track results.
- 1.3. Create annual budget and operational plan.
- 1.4. Attend Authority Board of Directors, local Municipalities and Counties Councils meetings to advise and provide comments regarding various lands and habitats management issues.
- 1.5. Work with the Finance Coordinator to apply for and supervise special funding and employment programs related to the department.

2. Manage GSCA Lands and Facilities Policies and Strategies (50%)

- 2.1. Propose updates and improvement to policies, standards and guidelines for the department, to better achieve the desired outcomes of the Authority.
- 2.2. Manage collection and documentation of GSCA properties' characteristics and wildlife/plants data and information (e.g. species at risk, invasive species, habitat types) and manage properties' and sub-property classifications.
- 2.3. Provide advice and expertise to other departments about wildlife, plants, habitats and lands.

- 2.4. Create and update Management Plans for all properties, with the input of partners and stakeholders, including future target states, site plans, and current and future permitted uses. Monitor properties' uses and ongoing users' input.
- 2.5. Provide the target asset state (including input from Management Plans) and multi-year capital investments needed for the development and updates of the Authority's Asset Management Plan, in conjunction with the Field Superintendent (who will provide operational and maintenance components).
- 2.6. Work cooperatively with the Field Superintendent to create annual operational plans to operate lands and facilities and further implement the Management Plans and Asset Management Plan. Work with other Coordinators to identify and support how lands and facilities can be used to further the Authority's desired outcomes.
- 2.7. Liaise with interest groups regarding properties use and improvements, including opportunities and issues such as trail re-routes, maintenance, agreements and insurance (e.g. "friends of" groups, ski clubs, sportspersons, naturalists, Bruce Trail Conservancy, etc.)
- 2.8. Review all property tax assessments and seek to correct errors, and act as needed to keep properties in appropriate tax status, such as under the Conservation Lands Tax Incentive Program.
- 2.9. Manage the approach by which the Authority updates the permitted uses of Authority-owned lands, make staff reports and recommendations for changes, and deliver or work with other Coordinators on their implementation (e.g. board motions, signage, communication). Manage fees and funding requests to ensure financial sustainability.
- 2.10. Tender or negotiate and manage all GSCA property agreements, easements, leases and rentals, with support from staff.
- 2.11. Design the compliance monitoring approach, in cooperation with the Field Superintendent, for the use of properties and enforcement of Conservation Authority Regulations, and assist with delivery as/if required.
- 2.12. Design the risk management approach and documentation, including regular inspections, in cooperation with the Field Superintendent. Maintain and improve emergency and incident procedures and reporting.
- 2.13. Work with the Finance Coordinator to provide input on required insurance coverages and the characteristics of the uses, lands and facilities that will be insured.
- 2.14. Develop the program of major capital contracts for lands and facilities, including input from Field Superintendent and other Coordinators, tender documents and the management of tender awards. Provide contract administration information to Field Superintendent and support him/her as needed during the contract delivery.
- 2.15. Maintain central organized file and data structures (in alignment with overall information lead/coordinator) and keep documentation on all GSCA properties, including deeds, property registers, survey records, management plans, use agreements (e.g. trapping, pavilion rentals, agricultural leases), issues, correspondence, risk inspection results, etc.

3. Manage Grey County Properties (20%)

- 3.1. Under the contract with Grey County carry out duties and deliverables as assigned, such as:
 - 3.1.1. Liaison and communication with Grey County
 - 3.1.2. Ensuring the effective management of Grey County lands and infrastructure,
 - 3.1.3. Oversee and carry out by-law compliance monitoring and enforcement.

4. Work with partners and stakeholders to identify and protect lands for conservation (15%)

- 4.1. Develop and improve land acquisition and disposition policies and strategies.
- 4.2. Working with watershed partners and stakeholders, identify properties across the watershed for conservation, and work cooperatively and innovatively to identify how and who will acquire or otherwise protect the properties.
- 4.3. Coordinate the Authority's land acquisition and disposition, including appraisals and negotiations.

5. Other (5%)

- 5.1. Respond to public and staff inquiries as required
- 5.2. Participate on selected working groups and committees to represent the Authority
- 5.3. Assist with other departments as required (e.g flood monitoring/prevention activities)
- 5.4. Support GSCA corporate endeavours, such as participation on the Health and Safety Committee, and strategic planning input.
- 5.5. Other duties may be assigned.

Working Conditions

Primarily working in the Administration Centre with frequent contacts with other staff, club representatives, other government representatives, special interest groups and the public.

Frequent site visits including navigation through rough terrain, during all seasons and all weathers, including visits to habitats, trails and field facilities.

Frequent schedule adjustments to accommodate meetings with public, interest groups, lessees, neighbours, etc. outside core working hours.

Infrequent out of watershed meetings.

Updated: May 23, 2017